

0433208



United States Department of State

Washington, D.C. 20520

Executive Registry

84-10427/1

December 31, 1985

MEMORANDUM

TO: All IG/SIG Addressees (See attached list)

SUBJECT: New State Department Executive Secretary

This is to inform you that Nicholas Platt will replace Charles Hill as Executive Secretary of the Department of State, effective January 7, 1985.

Please address any formal correspondence you may have with the Department of State regarding Interagency Groups or Senior Interagency Groups to Nicholas Platt, Executive Secretary.

Telephone and working level inquiries on IG/SIG business are welcomed by the Interagency Affairs unit of Mr. Platt's staff, comprising Sheila Lopez, Sharon Ohta, and myself at 632-5804 and 632-5805.

Hank Hendrickson
Hank Hendrickson
Deputy Director
Secretariat Staff

Attachment:

As stated.

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EXEC
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2290

EXECUTIVE SECRETARIAT
ROUTING SLIP

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TO:

		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR		X		
4	D/ICS		X		
5	DDI		X		
6	DDA		X		
7	DDO		X		
8	DDS&T		X		
9	Chm/NIC		X		
10	GC		X		
11	IG		X		
12	Compt		X		
13	D/Pers		X		
14	D/OLL		X		
15	D/PAO		X		
16	SA/IA				
17	AO/DCI				
18	C/IPD/OIS				
19					
20					
21					
22					

SUSPENSE

Date

Remarks

INFO TO ALL

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Date

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United States Department of State

Washington, D.C. 20520

Executive Registry

84 - 10427

December 29, 1984

MEMORANDUM FOR: All Department and Agency Executive Secretariats

SUBJECT: New State Department Executive Secretary

Effective January 7, 1985, Nicholas Platt will replace Charles Hill as Special Assistant to the Secretary and Executive Secretary of the Department of State. As of that date, all correspondence previously addressed to Charles Hill should be directed to Mr. Platt.

A handwritten signature in cursive script, reading "Michele M. Bova".

Michele M. Bova
Director
Secretariat Staff

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